



Refresher Workshops

Do you need help with everyday CACFP records? Does your organization have a change in CACFP staff? The refresher workshops are for you. CACFP Field Consultants will answer your questions and discuss all basic CACFP requirements.

All training sessions will be held on our office building at **151 West Ohio Street, Indianapolis**. Note: This is not the Government Center or the State House.) The training sessions will be conducted in the James Whitcomb Riley Conference Room. Participants must sign in at the main DOE reception desk and get a visitor's pass, which must be worn at all times while in the building. **A photo ID is required for admittance to the building.**

Registration will be limited to the first 35 participants. **Please limit attendees to two per organization.**

Refresher Training is scheduled for:

DAY	DATE	TIME (EASTERN TIME)
Wednesday	February 25, 2009	9:00 a.m. – 4:00 p.m.
Wednesday	April 15, 2009	9:00 a.m. – 4:00 p.m.
Wednesday	August 26, 2009	9:00 a.m. – 4:00 p.m.
Tuesday	December 1, 2009	9:00 a.m. – 4:00 p.m.

Topics covered will include Center Record Keeping, Financial Management, Using the Web site, Menu Planning, Meal Pattern Requirements, Grains/Breads, Milk Portions and Milk Inventory, and Infant Feeding. Once the on-line registration is closed for a workshop, no further reservations will be available on-line or via e-mail or telephone.

Please register on-line at: <https://dc.doe.state.in.us/DOEOnline/Events/index.aspx>

YOU DO NOT HAVE TO LOG IN TO REGISTER FOR A REFRESHER WORKSHOP.

SCROLL DOWN THE PAGE until you see this:

CACFP Refresher Workshop

Click EVENT INFORMATION for more detail on locations.

February 25, 2009|April 15, 2009|August 26, 2009|December 01, 2009

[EVENT INFORMATION](#) | [REGISTER](#)

Click on REGISTER and complete the registration information. BE SURE TO SELECT THE DATE YOU WISH TO ATTEND. To register the second person, repeat the entire process. Be sure to print a copy of your registration confirmation—no other reminders or confirmation will be mailed or e-mailed.

If you have any comments or questions, about this memorandum, please contact:

Carol Markle – cmarkle@doe.state.in.us

Maggie Abplanalp – maggie@doe.state.in.us

Or by calling: (317) 232-0850 or (800) 537-1142